VenuePlan

SAMPLE PLAN · made in VenuePlan for an example venue · venueplan.co.uk

Public Protection Procedures

The Example Arms, Anytown

TIER: STANDARD TIER (200–799)
RESPONSIBLE: Alex Morgan
SIA NOTIFIED: YES
ISSUED: 3 Nov 2026
REVIEW: 20 Oct 2027

If you see or hear anything that suggests an attack: call 999 and follow the procedure below that fits.

1. Evacuation

Getting everyone out when the danger is inside or close by.

Which exits can people use	Front door onto the High Street, rear fire exit by the kitchen, beer garden side gate
Where do people go once outside	Far end of the car park by the recycling bins
Who gives the order	Duty manager
Who helps people with mobility needs, and how	Duty manager asks at the bar if anyone needs help. A named member of staff takes wheelchair users and anyone slower out the step-free front door and stays with them.

Move people away from the danger, not towards it. Don't stop for belongings.

2. Invacuation

Bringing people inside, away from a threat outside.

Safest areas inside	Back bar and function room, away from the front windows
How are people brought in and doors shut	Staff guide people in, then close and lock the front doors and lower the blinds
Who decides	Duty manager

Keep everyone away from windows and glass doors.

3. Lockdown

Stopping an attacker getting in or moving through.

How are outside doors locked fast	Keys kept behind the bar; front and side doors bolted top and bottom
Shutters, gates or internal doors to close	Close the beer garden gate and the door between bar and kitchen
Who starts it	Any member of staff who sees the threat; tell the duty manager

Keep quiet, phones on silent, and stay put until police say it's safe.

4. Communication

Warning people and getting help.

How are staff and customers alerted	Code phrase on the staff radio and WhatsApp group, then calm instructions to customers
Who calls 999	Duty manager calls 999 and gives the full address
How do you keep people updated	Staff stay with each group and pass on updates from police

Give police the full address, what you've seen, and how many people are inside.

Staff who have read this plan

Alex Morgan (20 Oct 2026) · Priya Shah (22 Oct 2026) · Jordan Mills (28 Oct 2026)

Staff quick card

The Example Arms: if something happens

1. **Threat inside:** evacuate via Front door onto the High Street. Meet at Far end of the car park by the recycling bins.
2. **Anyone who needs help** getting out: Duty manager asks at the bar if anyone needs help.
3. **Threat outside:** bring people in, close doors, move away from windows.
4. **Attacker trying to get in:** lock down. Keys kept behind the bar; front and side doors bolted top and bottom
5. **Calling 999:** Duty manager calls 999 and gives the full address.
6. If you're caught up in it: **Run, Hide, Tell.**

This is an example only. VenuePlan is a preparation and record-keeping tool, not legal advice. Check the official guidance on GOV.UK.